

100% GOVERNMENT PHOTO ID
CHECK TO ENTER THE
BUILDING

Center Hours of Operation:

Monday - Friday
8:30am - 4:30pm



DISTRICT OF COLUMBIA

NorthEast

5171 South Dakota Avenue NE
Washington DC 20017
202-576-3092
www.dcnetworks.org

Unemployment Compensation:
Monday- Friday 8:30am 4:00pm

MARCH 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	2	3	4	5	6
Week 2	9	10	11	12	13
Week 3	16	17	18	19	20
Week 4	23	24	25	26	27
Week 5	30	31			

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:00	Workshops held at AJC HQ, AJC SE, and AJC NW	Workshops held at AJC HQ, AJC SE, and AJC NW	Workshops held at AJC HQ, AJC SE, and AJC NW	Workshops held at AJC HQ, AJC SE, and AJC NW	No Workshops
10:30 - 11:30	Workshops held at AJC HQ, AJC SE, and AJC NW	Workshops held at AJC HQ, AJC SE, and AJC NW	Workshops held at AJC HQ, AJC SE, and AJC NW	Workshops held at AJC HQ, AJC SE, and AJC NW	No Workshops
12:00 - 1:00	Workshops held at AJC HQ, AJC SE, and AJC NW	Workshops held at AJC HQ, AJC SE, and AJC NW	Workshops held at AJC HQ, AJC SE, and AJC NW	Workshops held at AJC HQ, AJC SE, and AJC NW	No Workshops
2:30 - 3:30	Workshops held at AJC HQ, AJC SE, and AJC NW	Workshops held at AJC HQ, AJC SE, and AJC NW	Workshops held at AJC HQ, AJC SE, and AJC NW	Workshops held at AJC HQ, AJC SE, and AJC NW	No Workshops

Workshop Attendance Policy

Please feel free to request an AJC -HQ, NW or SE calendar from any staff.

Please read back for workshop description and requirements

Although DOES makes every effort to maintain our schedules as assigned, session times are subject to change without prior notice

REGISTRATION IN DCNETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.

Workshop Descriptions

Get to Know Your American Job Center (General Orientation)

This session is designed to provide participants with general information and services provided by the Department of Employment Services and the American Job Center programs which includes an overview of scheduled Workshops.

Smart

Resume: Tips, Tools and Techniques & Writing a Professional Cover Letter

A well-written cover letter can increase the chances of an employer viewing your resume. Learn how to write a professional cover letter that best represents your skills and strengths applicable to your desired position. Your resume is your first impression. Learn how to structure your resume in a way that will stand out to employers. Discussion will include strategies on how to cater your resume to the job description, different resume style and using key words and phrases.

The Conversation That Gets the Job (Interviewing Skills)

Market your skills to the employer and prepare for a professional interview. Learn about panel interviewing, what not to say during an interview, and what to do after the interview is over.

Navigating DC Networks

Learn the best strategies to connect with employers and their job postings online through DC Networks. This session will provide you with necessary information to assist you in putting your best foot forward online. Find out about tools that will help you show employers who you are, alert you when new jobs are posted and improve your job search.

Successfully Submitting Online Job Applications

Participants will learn tips on how to increase their chances of their application being selected by an employer for an interview.

Department of Health and Human Services

Are you in need of signing up for or re-certifying for Temporary Assistance for Needy Families, Food Stamps, Child Care Vouchers and/or Medicaid Insurance? Please visit a DHS representative any Thursday, 8:30am-1pm, to sign up for or re-certify for Temporary Assistance for Needy Families (TANF), food stamps, child care vouchers and/or Medicaid. Feel free to contact the main desk (202) 576-3092 with additional questions.

Vocational Rehabilitation Services

A representative from the Department of Disability Services/Rehabilitative Services Administration is available everyday between 8:30am-4:30pm to assist customers with mental and/or physical disabilities that are in need of additional employment related assistance. Customers must have a center referral before meeting with the Vocational Rehabilitation Representative, please see a Workforce Specialist to obtain the referral.

Staff may also connect job seekers with possible referrals to services that are offered in the community, including services for people with disabilities, mental health services, literacy/ESL/LEP services, etc...